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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 7 August 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report  
1 August through 7 August 1956

## 1. PROGRESS ON MAJOR TRAINING AIDS

### A. Intelligence B.3

1. One chart of Machine Division display in progress

### B. Intelligence B.4

1. Four charts for use in lecture room in progress

### C. Intelligence B.5

1. One chart, "The Story of Secret Service," in progress
2. Two view graph charts in progress

### D. Intelligence B.10

1. Five of ten cartoon posters for classroom use in progress; other five completed and delivered

### E. Language and External Training

1. Duplication of color slides in progress
2. Layout and compilation of the Czech reader in progress
3. Three maps of Middle East are in progress
4. Eleven maps were issued

25 YEAR RE-REVIEW

### F. DD/TR

1. Five graphs, "Total Agency Participation in Training, April, May, and June 1956"

### G. Cable Secretariat

1. Spot illustrations for revised handbook sent to customer—awaiting information on handbook layout

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H. Plans and Policy Staff

1. Dummy of the OTR Catalog in progress

2. TRAINING AIDS COMPLETED DURING WEEK

A. Language and External Training

1. Twelve name plates for use in lectures

B. International Communism I.2

1. Six charts were cut down in size

C. Office of Security

1. Seven charts were completed and delivered

D. Intelligence I.1

1. One chart, "The Strategic Intelligence Process (or Cycle)"

3. ITEMS OF ADMINISTRATIVE INTEREST

A. Mr. [ ] Acting Chief, is on the second week of a two-week vacation leave.

B. Mr. [ ] of this staff, is on a six-day vacation leave.

C. Mrs. [ ] of this staff, is working with the Film Production Branch/TR today, 7 August 1956.

[ ] 25X1

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